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DIRECTOR

**COMMONWEALTH OF VIRGINIA**  
*Department Of Human Resource Management*

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Dear Employee:

This *Employee Handbook* has been designed to serve as a quick reference for many issues relating to your employment with the Commonwealth of Virginia. **It is not a contract, nor is it an invitation to contract.**

In order to remain current, the *Handbook* treats most topics briefly and provides links to the Department of Human Resource Management's (DHRM) *Policies* and other sources of information. DHRM Policies are updated periodically and are the authority in case of a disparity between the *Policies and the Employee Handbook*.

It is important for you to be familiar with the information in this *Handbook*. Please review it carefully. If you need to refer to the *Handbook* in the future, remember that the most recent version of the policy will be available on the DHRM website, where the links can also be used. In addition, your agency Human Resources office can respond to questions relating to your employment. Your agency may also have internal policies and procedures that are related to DHRM Policies but serve to clarify operational business applications and protocols.

Please sign below to indicate that you have seen and read this *Handbook* and return the signed page to your agency's Human Resource office. This document will be maintained in your official personnel record.

We hope you will enjoy a rewarding career with the Commonwealth.

Department of Human Resource Management

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Agency: Virginia Department of Health

Date: \_\_\_\_\_

*An Equal Opportunity Employer*